

Professional Standards

In Australia a set of Professional Standards for Career Development Practitioners has been developed and is being phased in through the Career Industry Council of Australia and its Member Associations.

The Professional Standards consist of:

- *Agreed Terminology*
- *Membership of the Profession*
- *Code of Ethics*
- *Entry-level Qualifications*
- *Continuing Professional Development*
- *Competency Guidelines*

How to choose a career development practitioner

As you can see, different career development practitioners may provide different services.

You need to:

- *Be willing to ask questions, even if you are not entirely clear of your direction*
- *Ask the practitioner what type of a service they provide and how much they charge (fees may vary according to the service provided)*
- *Find out if they belong to a professional association that is a member of CICA as all CICA Member Associations comply with the Professional Standards.*

How do I find a career development practitioner?

Check your local yellow pages or contact CICA or their member associations by visiting their website at <http://www.cica.org.au>

CICA Member Associations

The Career Industry Council of Australia comprises 11 member associations, specifically the:

- Australian Association of Career Counsellors (AACC)*
- Australian Capital Territory Career Education Association (ACTCEA)*
- Careers Advisers Association of New South Wales (CAANSW)*
- Career Educators Association of the Northern Territory (CEANT)*
- Career Education Association of Victoria (CEAV)*
- Career Education Association of Western Australia (CEAWA)*
- Graduate Careers Australia (GCA)*
- National Association of Graduate Careers Advisory Services (NAGCAS)*
- Queensland Association of Student Advisers (QASA)*
- Queensland Guidance and Counselling Association (QGCA)*
- Rehabilitation Counselling Association of Australasia (RCAA)*

To find out more about CICA visit the CICA website: <http://www.cica.org.au>



This publication has been produced with assistance from the Australian Government Department of Education, Science and Training.

Australian
Career
Development
Practitioners

Choosing a career development practitioner

The Career Industry Council of Australia (CICA) hopes this brochure will help you understand

- *what career development practitioners do*
- *how career development practitioners might assist you*
- *how to choose a career development practitioner*

A career development practitioner might help you when you

- *are looking for a career change*
- *don't want to stay in your job for ever*
- *think it might be time to study*
- *don't know what to study*
- *are choosing school subjects*
- *don't know what you want to do*
- *are looking for a better work/life balance*
- *want a better job*
- *want to improve your promotional chances*

What is career development?

Career development is the lifelong process of managing learning, work, leisure and transitions in order to move towards a personally determined and evolving future. It applies to people of all ages.

What is a career development practitioner?

Career development practitioners provide services that help people manage their careers, make occupational and study decisions, plan career transitions and find career information.

They are often called

- *career counsellors or advisers*
- *employment counsellors*
- *career management consultants*
- *career practitioners*
- *career coaches*
- *rehabilitation counsellors*
- *guidance officers*
- *work development officers*
- *employment support workers*
- *work experience coordinators*
- *job developers*
- *placement coordinators*
- *vocational rehabilitation workers*

Where do career development practitioners work?

Career development practitioners work in a range of settings including: schools, TAFEs, universities, business organisations, government agencies and private practice.

What do career development practitioners do?

Career development practitioners may work with individuals or small groups. Some of the services they provide include

- *career counselling*
- *career education*
- *job placement*
- *employment services*
- *recruitment*
- *career coaching*
- *training*
- *mentoring*
- *coordinating work experience or internships*
- *resume preparation*
- *career planning*
- *administering and interpreting tests*
- *teaching job hunting strategies.*

